

**This form is to be used when you want to apply for credit transfer for a full course at University West**

**Who is entitled to have credit transferred for courses or study programmes?**

Credit is only transferred for students registered at University West, and a decision on credit transfer shall only be made for qualifications earned.

**Complete the white fields in accordance with the instructions on the standard form.**

**Documents to be enclosed**

If the application applies to previous studies:

- course syllabus, booklist or other study documentation for courses studied at another university college/university or equivalent
- a copy of course certificate/degree certificate or equivalent

If the application applies to validation of prior learning from work experience:

- employer’s certificate/certificate or equivalent

If the application applies to education abroad:

- original copies of foreign documents must be submitted, translated into Swedish by an authorised translator (not applicable to documents in Norwegian, Danish or English)
- any statement of opinion by the Swedish National Agency for Higher Education or another public authority that has made an assessment of the purpose of the professional status qualification/authorisation is to be attached

Any change of name/change of personal identity (ID) number must always be documented.

**Overlapping (common elements)**

A decision on credit transfer at University West is made in relation to a higher education qualification. A review of overlapping will be conducted when the higher education qualification is issued if the decision is made prior to completion of the studies for the higher education qualification. As each higher education credit may only be included once in a higher education credit, the credit transfer may be changed in relation to the content of the higher education qualification.

The credit transfer for a full course studied at another higher education institution will not be graded at University West.

**The applicant is responsible for the application being complete**

That is, that the supporting information required to enable the University to make a decision on credit transfer has been attached and that the form has been completed correctly.

The turnaround time is estimated to be four to six weeks. See the University’s own regulations and guidelines for further information. **Send the application documents to:**

University West  
Student Centre/Higher Education Qualifications  
SE-461 86 Trollhättan, Sweden

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**Appeals**

Under the Higher Education Ordinance (Swedish Code of Statutes – SFS 2006:1053, Chapter 12, Section 2), a person who wishes to appeal against a decision concerning credit transfer may do so to the Higher Education Appeals Board (ÖNH). The appeal must be in writing. The decision appealed against, the change to the decision sought and the grounds adduced in support of the appeal must be stated. The appeal must be made within three weeks from receipt of the decision. No appeal may be made against a decision by ÖNH. **Send the appeal to:**

ÖNH  
University West  
Registry Clerk  
SE-461 86 Trollhättan, Sweden

**Application for credit transfer for FULL COURSE for higher education qualification at University West**

**Application complete:.....**

<b>Surname</b>	<b>Forename</b>	<b>Personal identity (ID) number</b>
<b>Street address</b>	<b>Postcode, district</b>	
<b>Telephone (daytime)</b>	<b>Email</b>	
<b>Higher education qualification in which credit transfer is to be included</b>	<b>Main field of study/main subject alt. specialization</b>	

**I have studied:**  
State the course title and number of credits. A certificate of your previous learning outcomes together with a course syllabus, including booklist, must be attached to enable your application to be processed. The course syllabus, including booklist, does not need to be attached for courses studied at University West. Please state vocation, if the application refers to credit transfer for vocational activities.

<b>Course</b>	<b>Higher education credits</b>	<b>University/university college</b>	<b>Appendix</b>

**I would like credit to be transferred for:**  
State full course. The subject is sufficient if the application relates to credit transfer for study abroad or vocational activities.

<b>Course code</b>	<b>Course</b>	<b>Higher education credits</b>

<b>Signature of applicant</b>	<b>Date</b>
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**Please send/submit the application to: University West, Higher Education Qualifications, SE-461 86, Trollhättan, Sweden**

**Draft decision and any grounds** (to be completed by subject reviewer - PLEASE NOTE Always state the grounds for a rejection)

<b>Application approved</b> <input type="checkbox"/> <input type="checkbox"/>  <b>Application refused</b> <input type="checkbox"/> <input type="checkbox"/>		
<b>Signature of subject reviewer</b>	<b>Signature of head of department (or equivalent)</b>	<b>Date</b>
<b>Print name</b>	<b>Print name</b>	

**Decision** (to be completed by degree administrative officer)

<b>Original documents have been examined</b> Yes <input type="checkbox"/> <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/>	<b>Original documents must always be examined in the case of education abroad.</b>	
<b>Signature of decision-making officer</b>	<b>Application granted</b> <input type="checkbox"/> <input type="checkbox"/>  <b>Application rejected</b> <input type="checkbox"/> <input type="checkbox"/>	<b>Date of decision</b>
<b>Print name</b>		